



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent


January 17, 2024

Division Memorandum
No. 46, s. 2023

SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

TO: Public Schools District Supervisors
School Principals and School Heads
Section/ Unit Heads
All concerned personnel

1. With the approval of the Plotting Worksheet of **Newly Hired and Reassigned Junior High School Teachers**, the appointees on the attached list are hereby advised to submit his/her pertinent papers for appointment processing to the Personnel Unit of this division on or before January 26, 2024.
2. Attached herewith is the list of requirements that need to be complied with before the deadline. Late submission of pertinent papers shall require a letter of explanation regarding the delay.
3. For any queries or clarifications, you may call at 09108660158 and connect to Personnel Section, email us at zn.division@deped.gov.ph, or thru the online helpdesk at depedzn.net/helpdesk.
4. Immediate and widest dissemination of this memorandum is desired.


ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

Encl: Aps stated

PERSONNEL/brg/DM- SubmitPertinentPapersforAppointment
000005-2024/01172024



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212-5843
Email: zn.division@deped.gov.ph Website: www.depedzn.net
FB: DepEd Tayo- Schools Division of Zamboanga del Norte



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Enclosure No. 1

S/N	NAME OF TEACHER (JHS Teachers Transferees)	POSITION TITLE	PLACE OF ASSIGNMENT
1.	Joan M. Ebo	Teacher I	Saluyong NHS
2.	Dennis M. Barazon	Teacher I	Siocon Science HS
3.	Ellen Mae E. Elcamel-Caincay	Teacher I	Kalawit NHS
4.	Daylen C. Mirafuentes	Teacher I	Manukan NHS-Serongan Annex
5.	Sanny Joy C. Angcon	Teacher I	Polanco NHS
6.	April Mae T. Laurente	Teacher I	Polanco NHS-Lingasad Ext.
7.	Charmie B. Corpus	Teacher I	Pres. Manuel A. Roxas NHS
8.	Davie A. Supatan	Teacher I	Dohinob NHS
9.	Lyndon James A. Tenefrancia, Jr.	Teacher I	Sindangan NHS
10.	Ana Rose P. Bayson	Teacher I	Siari John H. Roerner NHS
11.	John Philip D. Jabay	Teacher I	Malayal NHS
12.	Nova Joy U. Sienes	Teacher I	Rizal NHS
13.	Rosenet M. Balingit	Teacher I	Rizal NHS
14.	Milke C. Cañete	Teacher I	Bacungan NHS- O iwa Ext.
15.	Karen P. Lozada	Teacher I	Katipunan NHS
16.	Mohammad A. Muhajiran	Teacher I	Baliguian NHS

S/N	NAME OF TEACHER (Newly hired JHS Teachers)	POSITION TITLE	RESIDENCE	PLACE OF ASSIGNMENT
1.	Miraflor Lagunay	Teacher I	Gutalac, ZDN	ALS-Junior High School, Gutalac I District
2.	Marjorie Y. Cantil	Teacher I	Siocon, ZDN	Celestino T. Montaña Sr. NHS, Siocon District
3.	Padzria I. Basa	Teacher I	Sirawai, ZDN	Sirawai NHS, Sirawai District

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Enclosure No. 2

**LIST OF REQUIREMENTS FOR TRANSFER
(JUNIOR HIGH SCHOOL ONLY)**

Revised October 2023

Directions:

- **Please submit documents fastened in two (2) paper folders (CSC Documents and 201 Division Documents) according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.**
- **Attach one Tracking code to CSC folder only. Do not attach tracking code on the 201 folder.**
- **Please DO NOT attach extra pages/documents that are not stated in the list.**
- **Forms downloadable at www.csc.gov.ph and www.depedzn.net**

1st Folder: "CSC Documents"

- 2 copies** Original Notarized **CSC Form 212/Personal Data Sheet (Revised 2017)** with thumb mark and pasted passport size or 2x2 ID picture. (Pls refer to the Guide in filling Out the CSC Form 212 downloadable at the CSC website)
- 1 copy Work Experience Sheet**
- 1 photocopy Certificate of Eligibility/PRC License** with attached printed verification of validity online at prc.gov.ph.
- 1 copy** Original **Oath of Office (Revised 2018)**, notarized by private lawyer or signed by Principal if JHS/SHS and PSDS if Elem *Open Date*, if possible.
- 1 copy** Original **PDF (Position Description Form) Revised 2017** (*Note: PDF will be issued by the appointment staff and appointee shall only sign the pg 2 of PDF*)

2nd Folder: "201 DIVISION Documents"

- 1 copy** Original Oath of Office (Revised 2018), notarized by private lawyer or signed by Principal if JHS/SHS and PSDS if Elem *Open Date*, if possible.
- 1 copy** Original Notarized CSC Form 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted passport size or 2x2 ID picture. (Pls refer to the Guide in filling Out the CSC Form 212 downloadable at the CSC website)
- 1 copy** Original **PDF (Position Description Form) Revised 2017** (*Note: PDF will be issued by the appointment staff and appointee shall only sign the pg 2 of PDF*)
- 1 photocopy** Certificate of Eligibility (if CSC) and/or PRC License with attached printed verification of validity online at prc.gov.ph.
- 1 copy** Designation Orders, if there's any
- 1 copy** Notarized Sworn Statement of Assets and Liabilities 2022
- 1 copy** Notices of Salary Adjustments/Step Increments
- 1 copy** Form 211 (medical) revised 2018 with one (1) photocopy of results (Neuro-psychological test, Drug Test, Blood Test, Xray, Urinalysis)
- 1 copy** NBI Clearance
- 1 copy** Transcript of Record Undergrad and Grad School (if there's any)
Authenticated by the School Registrar
- 1 photocopy** Marriage Contract/Certificate
- Commendations/Awards or Copies of Disciplinary Actions (if there's any)
- 1 copy** Latest IPCRF (SY 2022-2023)

Note: Please read and follow the instructions carefully.

Thank you! ☺



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Enclosure No. 2

**LIST OF REQUIREMENTS FOR NEWLY HIRED EMPLOYEES
(TEACHING ONLY)**

Revised October 2023

Directions:

- Please submit documents fastened in two (2) paper folders (CSC Documents and 201 Division Documents) according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.
- Attach one Tracking code to CSC folder only. Do not attach tracking code on the 201 folder.
- Please DO NOT attach extra pages/documents that are not stated in the list.
- Forms downloadable at www.csc.gov.ph and www.depedzn.net

1st Folder: "CSC Documents"

- 2 copies** Original Notarized **CSC Form 212/Personal Data Sheet (Revised 2017)** with thumb mark and pasted passport size or 2x2 ID picture. (Pls refer to the Guide in filling Out the CSC Form 212 downloadable at the CSC website)
- 1 copy Work Experience Sheet**
- 1 photocopy Certificate of Eligibility/PRC License**
- 1 copy** Original **Oath of Office (Revised 2018)**, notarized (private lawyer) or signed by HRMO/AO V
- 1 copy** Original **PDF (Position Description Form) Revised 2017** (Note: PDF will be issued by the appointment staff and appointee will only sign the pg 2 of PDF)
- 1 photocopy TESDA National Certificate II** (If Teacher II Senior High-TVL Track newly hired only)
- 1 photocopy TESDA Trainers Methodology Certificate** (If Teacher II Senior High-TVL Track newly hired only)

2nd Folder: "201 DIVISION Documents"

- 1 copy** Original Oath of Office (Revised 2018), notarized by private lawyer or signed by Principal if JHS/SHS and PSDS if Elem Open Date, if possible.
- 1 copy** Original Notarized CSC Form 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted passport size or 2x2 ID picture. (Pls refer to the Guide in filling Out the CSC Form 212 downloadable at the CSC website)
- 1 copy** Original **PDF (Position Description Form) Revised 2017** (Note: PDF will be issued by the appointment staff and appointee shall only sign the pg 2 of PDF)
- 1 photocopy** Certificate of Eligibility (if CSC) and/or PRC License
- 1 copy** Form 211 (medical) revised 2018 with one (1) photocopy of results (Neuro-psychological test, Drug Test, Blood Test, X-ray, Urinalysis)
- 1 copy** NBI Clearance
- 1 copy** Transcript of Record Undergrad and Grad School (if any (Authenticated by the School Registrar)
- 1 photocopy** Marriage Contract/Certificate (if married only)
- 1 copy** Commendations/Awards or Copies of Disciplinary Actions (if there's any)
- 1 copy** Contract of Service/ Certificate of Employment from previous employer (if applicable)
- 1 copy GSIS** Filled-out Membership Form with picture
- 1 copy PAG-IBIG** Membership Form issued by PAG-IBIG.
- 1 copy PhilHealth** Membership Data Record issued by PhilHealth.
- 1 copy BIR Registration Form** reflecting TIN number received by BIR.

Note: Please read and follow the instructions carefully.

Thank you! ☺



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